



**Shape the future of diagnostics – join our leadership team!**

**BÜHLMANN Laboratories AG** is an internationally active and growing life sciences company headquartered in Schönenbuch, near Basel, Switzerland. With nearly 50 years of excellence in in-vitro diagnostics (IVD), we develop, manufacture, and distribute innovative diagnostic solutions trusted by hospitals and laboratories around the world.

For our Global Marketing department, we are looking for a structured and reliable student to support our Marketing & Communications team in the planning and execution of international events and internal Sales & Marketing meetings.

This is a 40% position (approx. 16 hours/week) on a 1-year fixed-term contract.

**Student – Marketing Communication (m/f/d) 40%**

**Your Role – Strategic. Global. Impactful.**

- Support the team lead in end-to-end coordination for events with an on-site stand (conferences, congresses, trade shows).
- Manage registrations and official correspondence with event organizers.
- Coordinate and follow up on orders for exhibition space, furniture, stands and on-site services.
- Organize badges and maintain participant lists for events
- Ensure clear and timely communication with internal stakeholders regarding logistics, timelines, and required materials
- Track deadlines and ensure all deliverables are completed on time.
- Provide ad-hoc administrative support for event preparation and post-event follow-up.

**Your Profile – Visionary. Collaborative. Data-driven.**

- Student in Economics (or related field) with a strong affinity for the sciences; preference for candidates with interest or background in medicine.
- Professional command of English (verbal and written) is mandatory. German language skills are a plus.
- Strong organizational and time management skills; able to work independently and meet fixed deadlines.
- Basic office software skills (email, Excel/Sheets, Word/Docs, Outlook, Teams)
- Strong written and verbal communication; able to communicate clearly and proactively with internal teams and external partners.
- Reliable, detail-oriented, and structured way of working

**What We Offer**

- Flexible part-time role compatible with your studies
- Direct exposure to international event management in the healthcare sector
- Hands-on experience in a global marketing environment
- Collaborative and supportive team structure
- Opportunity to build practical skills in coordination, communication, and project execution

**Are you ready to elevate a global diagnostics brand to the next level?**

**Then we look forward to receiving your application!**

Please send your complete documents to:  
[career@buhlmannlabs.ch](mailto:career@buhlmannlabs.ch)

**Direct applications preferred. No agencies please.**

BÜHLMANN Laboratories AG  
z. Hd. Human Resources  
Baselstrasse 55  
CH-4124 Schönenbuch